

City of Brentwood
Parks and Recreation Department
101 B Sand Creek Road
Brentwood, CA 94513
(925) 516-5444 • (925) 516-5445 FAX
www.ci.brentwood.ca.us



Contract # _____
Date Received: _____
Date Sent for PD Approval: _____

Facility Reservation Application

CHECK FACILITY REQUESTED:

- ☐ Brentwood Family Aquatic Complex
- ☐ Brentwood Heritage High School Aquatic Complex *Liberty Union High School District requires a separate application along with the City of Brentwood application. Please submit both applications concurrently.

1. Date of Event: _____
MONTH DATE YEAR

Alternative Date: _____
MONTH DATE YEAR

Type of Event: _____ Estimated Attendance: _____

SET-UP TIME: _____ a.m./p.m. TO _____ a.m./p.m.

EVENT TIME: _____ a.m./p.m. TO _____ a.m./p.m.

CLEAN-UP TIME: _____ a.m./p.m. TO _____ a.m./p.m.

Total Hours: _____

*** Fees will not be refunded for time not used. Reserved time should be chosen carefully. Changes may be subject to additional charges.**

This is a tentative request and does not confirm or guarantee any booking or rental.

RENTAL CLASSIFICATION (Please check only one):

- ☐ Private Party ☐ School Party ☐ Commercial Party ☐ Organized Youth Party

Upon request, renter may be required to submit information about their organization, what percent of the members of the organization are Brentwood residents, etc. The City may request a membership list with names addresses as proof of residency. _____ Initial

Rental Information

2. Applicant Name: _____ Day Phone: _____ Cell Phone: _____
(Please print clearly)

3. Company/Organization Name: _____

4. Address: _____ City: _____ Zip: _____

5. Email Address: _____

6. Name of alternative person who will do the rental walk through on the date of your event: _____ Phone Number: _____

7. Emergency Contact Name: _____ Phone Number: _____

8. Will Food be sold at this event? ☐ No ☐ Yes

(If yes, you must obtain a Contra Costa County Health Department Food Vender Permit. Refer to Rental Requirements pg. 4)

(If yes, you will need a City of Brentwood Business License)

Office Use Only

Date Deposit Received: _____ Deposit Amount: \$ _____

Remaining Balance Due \$ _____ Due Date: _____ *(If remanding balance is not paid by this date you will be charged a Unpaid Rental Balance Late Fee)*

- ☐ Additional Insured Endorsement
C.C.C Health Dept. Food Vender Permit

Recreation Manager/ Supervisor Approval: _____ Date: _____

Insurance Requirements

*** A CERTIFICATE OF INSURANCE SHOWING VALID LIABILITY COVERAGE IN THE AMOUNT OF \$1,000,000 MUST BE SUBMITTED PRIOR TO ISSUANCE OF PERMIT. A SEPARATE ADDITIONAL INSURED ENDORSEMENT MUST BE SUBMITTED NAMING "CITY OF BRENTWOOD, ITS OFFICERS, OFFICIALS, EMPLOYEES, AND VOLUNTEERS". THE CITY CAN PROVIDE YOU WITH THIS INSURANCE THROUGH INSURANCE BROKERS. IF YOU WISH TO APPLY FOR THIS INSURANCE, PLEASE CONTACT THE PARKS AND RECREATION DEPARTMENT AT 925-516-5444 A MINIMUM OF 14 DAYS PRIOR TO THE EVENT.**

Cancellation Policy

100% Rental deposits and fees are refunded if cancellations are made 6 months or more prior to your rental date, with the exception of a cancellation processing fee.

Cancellations less than 6 months, but more than 4 months prior to your rental date, 15% of your **total deposit** will be retained in addition to a cancellation processing fee.

Cancellations less than 4 months, but more than one month prior to your date, a 25% of your **total deposit** will be retained in addition to a cancellation processing fee.

Cancellation less than 30 days prior to your rental, 40% of **the entire rental fee** is retained in addition to a cancellation processing fee.

Renter/Renter's Party shall enter and vacate the facility at the time specified on the application. Charges will be assessed for all use outside of these times. There will be no refunds on events that end prior to the scheduled time.

The City reserves the right to reschedule or cancel any event at its sole discretion without liability, but subject to refunding all money deposited by the Renter.

Brentwood Family Aquatic Complex Rental Information

**PLEASE COMPLETE THE FOLLOWING: (CHECK ALL INCLUDED ITEMS)
(CHECK FACILITIES NEEDED)**

- ☐ **Recreation Pool**
- ☐ Triple Loop Water Slide
- ☐ Double Loop Water Slide
- ☐ **Competition Pool**
- ☐ Number of Lanes Up To 10: _____ (25 yards)
- ☐ Diving Boards
- ☐ Bleachers
- ☐ Chairs: _____ (Maximum 5)
- ☐ Tables: _____ (Maximum 16)
- ☐ Water Polo Cages (Floating)

Heritage High School Aquatic Complex Rental Application

**PLEASE COMPLETE THE FOLLOWING: (CHECK ALL INCLUDED ITEMS)
(CHECK FACILITIES NEEDED)**

- ☐ **Competition Pool**
 - ☐ Number of Lanes, Short Course (25 yards): _____ (Maximum 16 lanes)
 - ☐ Number of Lanes, Long Course (25 meters): _____ (Maximum 8 lanes)
- ☐ Diving Boards
- ☐ Chairs: _____ (Maximum 5)
- ☐ Tables: _____ (Maximum 16)
- ☐ Water Polo Cages (Floating)
- ☐ Water Polo Cages (Wall)

Applicant Disclaimer

Continued on p. 2

By submitting this application, the Applicant understands that the City shall review the application under the procedures set forth in the Special Event section of the Brentwood Municipal Code (B.M.C.). If the City approves the application, a contract shall be sent to the Applicant for signature. Pursuant to B.M.C. Section 7.02.020, the contract shall not be effective until signed by both the Applicant and the City.

I, as an official representative of the organization and/or event identified with this application, and whose name appears on this application as the contact for said event is authorized to sign this application and agree to its conditions. By signing below, I further verify that the information contained in this application is true and accurate to the best of my knowledge.

☐ I have received the Rental Information Packet that contains all of the City's Rental Procedures, Requirements and Policies. _____
(Initial)

Applicant Signature

Applicants Name (Printed)

Date



Brentwood Family Aquatic Complex
195 Griffith Lane • Brentwood, Ca. 94513 • (925) 516-5444

The Brentwood Family Aquatic Complex encompasses approximately four acres and is designed as a multi-use aquatic center. The facility incorporates three pools with a total of 15,000 square feet of water, a 5,500 square foot bathhouse and 12,000 square feet of deck and lawn areas.

RENTAL RATES

FACILITIES	
SPECIFICATIONS – COMPETITION POOL	
Dimensions	25 yards x 25 meters
Depth	6'7" to 13'
TOTAL CAPACITY - 400	
SPECIFICATIONS – RECREATION POOL	
Dimensions	Shell shaped zero entry
Features	Cascading giant mushroom
	Double spray lemon drop
	Fill & dump tumble bucket
	Double loop water slide
	Triple loop water slide
HOOR RENTAL FEES (Based on 3 hour minimum)	
Application Fee (Non-Refundable)	\$47.60
Picnic Table	\$29.00 (2 hr. minimum)
Use Competition Pool	\$1,005.60 (3 hr. minimum)
Use of Recreation Pool	\$802.10 (3 hr. minimum)
Use of Entire Facility	\$1,801.90 (3 hr. minimum)
Refundable Damage Deposit	\$750.00
Additional Hourly Rate:	
Lifeguard	\$11.12
Senior Guards	\$13.01
Managers	\$17.09

Some holidays are not available



Heritage High School Aquatic Complex

101 American Lane • Brentwood, Ca. 94513 • (925) 516-5444

The Heritage High School Aquatic Complex is a joint project between the Liberty Union High School District and the City of Brentwood. The 50 meter Olympic size aquatic facility is built as a competitive only facility. The pool design allows for either sixteen short course lanes or 8 long course lanes. This facility may also be configured to allow for two water polo matches to be conducted at the simultaneously. Separate restrooms/locker rooms allow both the school and the City to maintain their own facilities. Currently the Heritage High School Aquatic Complex is open to competitive youth swim organizations only.

RENTAL RATES

FACILITIES	
SPECIFICATIONS – COMPETITION POOL	
Dimensions	25 yards x 50 meters
Depth	Stair entry to 13'
HOURLY RENTAL FEES	
Application Fee (Non-Refundable)	\$47.60
Refundable Damage Deposit	\$750.00
Additional Hourly Rate:	
* Lifeguard	\$11.12
*Senior Guards	\$13.01
Managers	\$17.09

***Hourly staffing costs are determined based on number of lanes requested and whether other teams are using the facility during the same period of time.**



Brentwood Family Aquatic Complex

Heritage High School Aquatic Complex

Lifeguards are provided for additional safety. Accidents may still occur. Adult supervision is strongly advised. All swimmers must obey all facility, pool, slide and diving board rules. REMEMBER, you are responsible for your own safety. Please observe the rules and decide if you can safely participate. The following rules are provided to ensure a safe and fun visit to the Brentwood Family Aquatic Complex.

Facility Rules:

1. Children under the age of 12 must be accompanied by a chaperone 15 years of age or older.
2. All patrons one year and older require paid admission into the complex whether you are swimming or not.
3. Lifeguards are provided for additional safety. Drowning may still occur. Adult supervision is strongly advised.
4. No dogs allowed.
5. Food and drink are not allowed on the pool deck or bleacher areas. Food and drink are only permitted in designated turf areas. Ice chests, handbags and backpacks are subject to search.
6. Glass and Styrofoam containers are not permitted.
7. No alcohol permitted.
8. No smoking permitted.
9. No climbing on fencing, structures, or bleachers.
10. Portable stereos or radios are not permitted in the pool complex.
11. No running or horseplay allowed.
12. No gum, seeds, or shells of any kind are permitted in the pool complex.
13. No outdoor cooking units permitted.

Team/School Usage: *The following additional rules apply to any team/school organizations using the facility.*

1. Coaches are responsible for the enforcement of City facility and pool rules.
2. Coaches are responsible for the behavior and language of their participants and spectators.
3. Food and drink are only permitted on designated grass areas. No gum, seeds, or shells of any kind are allowed in the facility.
4. Coaches are responsible for the clean up of pool decks, bleacher area, and locker rooms.
5. The City of Brentwood is not responsible for any lost or stolen items.
6. Teams/schools may not sell any items without prior written permission from the City of Brentwood Parks and Recreation Department and may be subject to County Health Codes/permits and City business licenses.
7. Any posted material requires prior written approval as to content and placement by the City of Brentwood, Parks and Recreation Department.
8. Only City of Brentwood, Parks and Recreation staff are allowed in designated staff areas.
9. Jeff Ellis & Associates Inc. is the City of Brentwood, Family Aquatic Complex risk management authority and as such, all water related activities requires a licensed Jeff Ellis & Associate Inc. lifeguard to be on duty at all times which may require an additional fee.
10. Any tents or shade structure requested must have prior written approval of at least three working days before the event.
11. Any request for electrical outlets or extension cords must have prior written approval.
12. Participants are restricted to permitted areas only. Entry into non-permitted areas during open hours will require an admission fee.
13. Portable stereos or radios are not permitted in the pool complex.

Pool Rules:

1. All patrons entering swimming pool must wear appropriate swimming attire. T-shirts, cutoffs and denim shorts are not allowed.
2. Do not enter a pool or water slide unless a lifeguard is present and on duty. No swimming when lifeguards are not present.
3. No paper or cloth diapers allowed in the pool. Rubber pants or swim diapers are required. Diaper changing in locker room areas only.
4. No diving in less than 6 feet of water.
5. Swim trunks with liners must be worn at all times.
6. All flotation devices and/or swimming aids are prohibited. These include water noodles, balls, inner tubes, swimsuits with foam insets and water wings. Only Coast Guard approved PFD's (life vests) are permitted.
7. Diving boards and slides are only to be used when opened by a designated lifeguard.
8. Only one person on the diving board at a time.
9. Slide Rules: Remember, you are responsible for your own safety. Please observe the slide and decide if you can safely participate.

Caution:

For your protection, the slides are not recommended for guests with physical limitations imposed by conditions such as: recent surgery or illness, pregnancy, back, neck, bone, or other injury, high blood pressure, heat conditions, extreme obesity as well as other conditions.

1. Sliders must be able to swim competently in at least 4 feet of water.
2. Sliders must be 300 lbs. or less.
3. Sliders must be at least 48 inches tall to go down the slide.
4. Goggles, masks and eyeglasses must be removed before riding.
5. Swimwear with exposed zippers, buckles, rivets or metal ornamentation are not permitted.
6. Sliders must go down one at a time. No doubles or multiple riders allowed.
7. Sliders must go down the slide feet first lying on their back.
8. Sliders must exit the slide area immediately after completion of slide.
9. Keep arms and hands inside the flumes at all times.
10. No horseplay in, on, or around the slides.

Diving Board Rules:

Remember, you are responsible for your own safety. Please observe the diving boards and decide if you can safely participate.

1. Diver must be able to swim unassisted. Staff may require swimming test for diving board.
2. No personal flotation devices allowed on diving boards.
3. Only one person may be on a diving board at a time.
4. Single bounce forward dives only.
5. No open swimming in the diving area, unless diving boards are closed.
6. No horseplay on, or around the diving boards.
7. No flips, backwards jumps, handstands, or back dives allowed at any time.

***Violation of any of the above rules is cause for immediate removal from the Brentwood Family Aquatic Complex for that calendar day. Subject to the seriousness of the violation(s), you may be subject to further admission restrictions.**